

NOTICE OF DRUG AND ALCOHOL TESTING FOR SAFETY-SENSITIVE POSITIONS

It is GCTD policy and it is required by law, to have a drug-free and alcohol abuse-free workplace environment to protect employees, passengers, and the public. Safety-sensitive employees must be free of job-impairing substances on duty, when reporting for duty, while subject to duty, while in a company uniform, or while on GCTD's premises or property.

A safety-sensitive function includes any of the following duties: operating a revenue service vehicle, whether or not in revenue service; holding a Commercial Driver's License; controlling dispatch or movement of a revenue service vehicle; and maintaining a revenue service vehicle or equipment used in revenue service.

DETECTION, DETERRENCE AND ENFORCEMENT - Federal Law (49 CFR § 40) requires that effective January 1, 1995, all employees in safety-sensitive positions will be subject to drug testing in the following circumstances: pre- employment, reasonable suspicion, post-accident, random, return-to-work duty/follow-up drug and alcohol testing. Applicants for safety-sensitive positions will not be hired, nor will current employees be assigned, to safety-sensitive functions unless and until they pass a drug and alcohol test.

CONSEQUENCES OF A POSITIVE TEST RESULT - GCTD prohibits an employee from performing a safety-sensitive function when an employee's alcohol test indicates an alcohol concentration at or above 0.04 or greater and/or detects prohibited drugs and substances including (but not limited to) the following: Amphetamines and Methamphetamines, Cocaine, Marijuana/Cannabinoids (THC), Phencyclidine (PCP), Opioids (codeine, heroin morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone) (49 CFR § 40.23).

When GCTD has received a verified positive drug test result or a confirmed alcohol test level at or above 0.04 or greater, or when an employee refuses to submit to a required drug or alcohol test, GCTD shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses, and telephone numbers of substance abuse professionals (SAPs) and counseling and treatment programs (49 CFR § 655.62). Positive drug/alcohol test results or refusal to submit to a drug test may result in disciplinary action up to and including dismissal of employment or, if not yet hired, disqualification from further consideration (GCTD Personnel Rules).

An applicant who is disqualified or an employee who is disciplined/terminated as the result of failing a drug and/or alcohol test may appeal on the grounds that the drug was obtained legally, or there has been a violation of the test protocol or chain of custody procedures, or other irregularity that invalidates the test results. A disqualified applicant may have his/her drug test specimen retested at his/her own expense and include the results of the retesting in his/her appeal (Cal. Admin Code tit. 2 § 213.6).

CONFIDENTIALITY OF RECORDS - Laboratory reports or test results will be kept in a confidential folder that is separate from the employees' personnel folder and will be held for five (5) years. The Human Resources & Risk Manager is responsible for the security of these reports and for obtaining the results from GCTD's authorized medical clinics. These reports will be disclosed to a very limited number of GCTD's Managers on a strict need-to-know basis. The test results may be disclosed to the tested employee or applicant upon request (49 CFR § 655.71).

ACKNOWLEDGEMENT

I hereby acknowledge that applying for or accepting a safety-sensitive position with GCTD requires that I submit to drug and alcohol testing for pre-employment, reasonable suspicion, post-accident, random, return-to-work and follow-ups. I understand GCTD's authorized third party Medical Review Officer's clinics (Coastal Occupational Medical Group, U.S Healthworks and CMH) will conduct the tests.

I also understand that the results of this drug and alcohol test will be made available to GCTD's Human Resources & Risk Manager. I further understand that the results of this test may adversely affect my application or employment status.

I understand that any material misrepresentation I make or any attempt or fact of contamination of the specimen(s) will be cause for disciplinary action up to and including dismissal. I also understand that I have the right to refuse to submit to a drug or alcohol test. If I refuse, my refusal will result in disciplinary action up to and including disqualification from consideration or, if hired, dismissal of employment.

PRE-EMPLOYMENT NOTIFICATION & PAST TEST RESULTS

I understand and acknowledge that I will be required to undergo a urine drug test under the authority of the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) prior to being hired or transferred into a safety-sensitive position as defined in CFR Part 655¹. I understand and acknowledge that I will not be assigned to perform a safety-sensitive function unless my urine drug test has a verified negative result.

In the past two years, have you tested positive (or refused to test) on any DOT pre-employment drug or alcohol test, administered by an employer to which you applied for but did not obtain a safety-sensitive position? YES NO

If you answered YES above - Can you provide documentation that you successfully completed the dot return-to-duty requirements described in (49 CFR § 40), Subpart 0? YES NO

INITIAL HERE _____ TO CERTIFY THAT YOU UNDERSTAND AND ACKNOWLEDGE THE ABOVE STATEMENTS

NAME		DATE	

¹ A safety-sensitive function, as described in 49 CFR Part 655 Section 655.4, includes: (1) operating a revenue service vehicle; (2) operating a non-revenue service vehicle, when required to be operated by a CDL holder; (3) controlling dispatch or movement of a revenue service vehicle; (4) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or (5) carrying a firearm for security purposes.